

January 7, 2009

Reply to Attn of:

Office of Internal Controls and Management Systems

TO: Senior Assessment Team Membership


FROM: Director, Office of Program and Institutional Integration

SUBJECT: Senior Assessment Team (SAT) Meeting

The first SAT meeting for FY 2009 has been scheduled for January 29, 2009, in the large HQ ViTS room from 3:00 – 5:00 p.m. EST. The primary focus of this meeting is to update the status of the Operations Management Council (OMC) watch list items and those concerns raised in the 2008 Statement of Assurance (SoA) Process. In addition, OICMS will discuss plans for improving the SoA assessment process based on the lean six sigma kaizen held in December. The complete agenda for the meeting will be emailed to SAT members and staff shortly.

Owners of current OMC watch list items and SoA concerns should be prepared to discuss the status of those weaknesses at the meeting. OICMS will email the most recent deficiency status slides to owners; I ask that you return the updated slides to OICMS by January 23 for inclusion in the presentation OICMS is preparing for the meeting.

If you have any questions or comments about the meeting, please do not hesitate to contact Lou Becker, Assistant Administrator for Internal Controls and Management Systems, on 202-358-4593, or Mike McFadden, Lead for Internal Controls, on 202-358-1532.


Richard J. Keegan